

EXAM RELATED GRIEVANCES

Grievance Redressal Mechanism

- ▣ Regarding the internal assessment of the students the college follows a four level Grievance Redressal mechanism – at the level of the teacher, the HOD, the Principal and finally, the University.

- ▣ The internal evaluation mechanism is designed to enhance the competence of students.

Three point verification process, i.e. at the level of the Subject Teachers, the Class Teacher and the HOD, ensures systematic progress as well as transparency in the student evaluation mechanism.

- ▣ There is an effective annual academic audit, where the result analysis and students' feedback are presented.

- ▣ Corrective measures are recommended on the basis of this constructive discussion.

Major Grievances Addressed and the Decisions Taken

Grievances	Measures Taken
Lack of awareness about the revised evaluation system	Department level awareness classes were arranged
Additional Chances for Writing Internals	In case of absence students can request for retest. The application is to be forwarded to the principal through the teachers concerned and the head of the department.
Mounting wall clocks in the Examination Halls	Resolved.
Providing drinking water in the examination halls, especially during summer	Resolved
Tight Schedule of Internal examinations.	Implemented Change in examination schedule from <i>three exams per day</i> to <i>two exam per day</i> in order to ease the extra burden
Loss of attendance due to involvement in extra-curricular and co-curricular activities	Resolved to sanction duty leave
Specially abled student's difficulty in reaching examination hall	Arranged seats for the specially abled in the ground floor